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Bi-Weekly Report ending 22 June 1962  
RECORDS SYSTEMS AND DISPOSITION BRANCH

*6/28*  
*Circulate & File -*

1. Contributions

a. [ ] conducted a Vital Records Workshop at the request of the DDP/EE Records Officer, [ ] This was the fourth VR Workshop and was attended by 18 persons (14 from DDP/EE, 3 from DDI, and 1 from the Executive Registry.) Additional workshops are being scheduled.

b. A memo was received from [ ] [ ] indicating the shelf filing installation is now complete. They are pleased and satisfied with the change.

2. Assignments

a. Shelf Filing

(1-4) Commo Signal Center, Cable Secretariat, Office of Security, Commo Registry [ ]

No change on these projects.

(5) DDP/TSD [ ]

Provided the TSD [ ] personnel with information for executing a requisition for 14 sections of shelf files.

(6) O/Pers - Insurance Branch [ ]

Discussed with [ ] Chief of the Branch, conversion of the files to become compatible with vault storage. When the Branch moves from Alcott Hall to a secure area in South Building, 23 safes will be replaced with either five-drawer cabinets or steel shelving and the legal folders will be replaced by letter size folders.

(7) DD/S [ ]

At request of [ ] I surveyed a vault in the DD/S area for conversion to shelf filing from 4-drawer safes. The office has approximately 40 cubic feet of records in the files.

(8-9) Logistics RE & CD, Comptroller's Office [ ]

No change.

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(10) Medical Staff [ ]

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The Registrar Branch expressed a desire to change from conventional type shelf filing to motorized shelf filing. [ ] and I visited three different installations to determine which would best meet the Medical needs. The Dietbold model was decided upon and a requisition for 10 units was approved and sent to O/L Procurement. The new units will provide 26% additional filing space.

b. Records Control Schedules

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(1) OTR [ ]

No change.

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(2) [ ]

Comments were received from the [ ] A review of all three replies will be made and schedules will be coordinated and revised where necessary.

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(3) Inspector General [ ]

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The Records Control Schedule was revised and forwarded to the IG for review and approval.

c. Special Projects

(1) Conference Notes and Special Reports [ ]

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a. Work on Records Management brochure continues.

b. Speeches, Slides, and notes on Workshops being consolidated and up-dated.

c. Poster on Records and Filing Space drafted and sent to OL Graphics.

(2) Agency Courier System [ ]

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Final report being prepared for submission to DDS.

(3) Requests for Filing Equipment [ ]

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Requests are being reviewed.

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3. Vital Records [ ]

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A revised VR Deposit Schedule for OO was reviewed, amended and returned to [ ] for approval and signature of Chief/OO.

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4. News

25X1 [redacted] completed a course in Speeding Correspondence sponsored by the GSA.



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*Reports - 1*

FORMS MANAGEMENT BI-WEEKLY REPORT FOR PERIOD  
11 - 22 June 1962

1. Two new forms created; five forms were improved and three forms made obsolete. One bootleg form removed from Agency systems.
2. Completed screening of forms related to movement and control of classified papers in CIA. Found 80 forms that fit in this category. The annual printing cost of these forms is about \$48,000 and the using cost is approximately \$960,000. [REDACTED]
3. [REDACTED] completed report on her study of Case Processing Forms in Office of Security.

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NEWS

1. I completed the one week Source Data Automation Workshop at GSA.
2. Tested paper samples for 4 forms; tested advance copies of 2 forms and approved proofs of 2 forms.
3. Returned 2 Kardex safes to Supply Office.

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